

## Supervisor's Individual Coaching & Supervision Guide – CYF

**Date:** \_\_\_\_\_ **Participants:** \_\_\_\_\_

In all conversations, keep the practice standards at the forefront:

*Thorough and Balanced Assessment, Family Engagement, Collective Decision Making, Permanency, & Outcome Driven.*

Every time

- Check-in:
  - Worries or concerns?
  - Strengths – what’s going well?
  - Follow-up – Update on any action steps from prior meeting
- Workload & Performance: Review work, such as cases, obstacles/barriers, support/resources needed, successes, areas of improvement, data (including training, attendance, productivity, QA, etc.)

Quarterly (or more often as needed)

- Competencies (*Always reflect on the 2 selected by the division for the year. You can also discuss any other divisional competencies as it relates to the individual's performance.*)
- Professional goals/career planning – Utilize Individual Development Plan (IDP) as a guide
- Resiliency Plan
- Feedback: Ask the employee for
  - their feedback on you as their leader – are they getting what they need from you?
  - their feedback on the division & organization, especially any new initiatives.
  - for any ideas they have.

## Notes

### Action Items (include due dates)

SEPTERSON  
COUNTY COLORADO  
Human Services  
Steps to a better, safer life